

CHECK OFF SHEET FOR OFF-BASE HOUSING

Before you beginning your house hunting ALL PERSONNEL are required to attend our off base housing brief and submit a completed DD1746 Application for Assignment to Housing, copy of PCS orders and/or Homeport change certificate.

Military Personnel

- ☐ Attend Housing Brief
- ☐ Complete DD 1746 Application for Assignment to Housing
- ☐ PCS Orders (complete copy)
- ☐ Home port change Certificate (as applicable)

Once you have selected a home the following must be completed before your Start Paperwork (SPW) appointment:

Military Personnel (E6 and above)

- ☐ Approved Chit for Advance OHA w/ amount authorized (if applicable)
- ☐ **RPP:** Memorandum REQUESTING AUTHORIZATION TO RESIDE IN A RENTAL PARTNERSHIP PROGRAM UNIT signed your CO or by direction (if you select an RPP unit)

Unaccompanied Personnel (E-5 and below)

- ☐ Approved Chit to Reside off Base and receive OHA/MIHA Entitlements
- ☐ Approved Chit for Advance OHA w/ amount authorized (if applicable)

Please contact Inbound Personal Property at 243-7587 or 243-5426 to verify whether your Household goods shipment has arrived prior to scheduling your SPW appointment.

***** WHEN PREPARING NAVPERS 1336/3 Special Request Chit *****

For Advance OHA: Respectfully request to receive Advance OHA (in amount of xxx,xxx yen)
For OHA and MIHA: Respectfully request to reside off base and receive OHA and MIHA Entitlements